

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03/07/17



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 2/27/17

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: **Montana State University Teacher Job Fair**

Description: Jason Andreas, Executive Director for HR, is requesting approval for himself, Sicily Bird and John Salois to travel to the Montana State University Teacher Job Fair in Bozeman, MT on April 26-27, 2017.

Financial Impact: \$294.36 each = \$883.08

Funding Source (Budget/grant, etc.): Human Resource 75%/25% 126/226.90.100.2216.582

Attachment(s): Agenda Request/Agenda/Travel Request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



[#2]

Virtual Student Employment Job Fair [#2]

Monday, April 10, 2017 - Virtual Student Employment Job Fair



[2]

The Student Employment Job Fair is an event for students looking for a part-time, evening, or weekend job or internship. This event will be held from 11:00 AM to 1:30 PM in SUB Ballrooms B, C, & D. **Employers**, registration for this event is FREE! Log in to HireABobcat.com and register [HERE](https://www.myinterfase.com/montanastate/employer/home.aspx) [https://www.myinterfase.com/montanastate/employer/home.aspx]



[#3]

16th Annual Teach Montana Educator's Fair [#3]

Wednesday, April 26, 2017 - Pre-Fair Networking Reception

Thursday, April 27, 2017 - Educator's Fair



[3]

The Teach Montana Educators' Fair, held Thursday, April 27th from 9:30 am - 11:30 a.m. in SUB 233 & 235, is exclusively for Montana School districts. The purpose of this fair is to connect Montana schools with educators that have a desire to teach grades K-12 in the state of Montana.

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Sample Leave Request
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/26/17 - 4/28/17</u>	<u>13</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

- | | | |
|--|------------------------------------|-------------------------------|
| AN Annual | PL Personal Leave | ALWO Approved Leave W/O Pay |
| SL Sick Leave | JD Jury Duty (attach verification) | ULWO Unapproved Leave w/o Pay |
| *EX/SR Extra-Curricular/School Related | NG National Guard | SWP Suspended w/Pay |
| | FN Funeral _____ | SWOP Suspended w/o Pay |
- (Master Contract) Relationship)**

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Montana State University Teacher Recruitment Fair **(Attach Brochure/Agenda)**

Location Bozeman, MT

Departure Date 4/26/17

Return Date 4/27/17

Departure Time 1:00 pm

Return Time 6:30 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 534 @ .535 /2 =\$ 142.85

Per Diem 1 day @ \$35 + \$15 S =\$ 50.00

Registration PO# _____ =\$ - 0.00 -

Hotel PO# Being Processe =\$ 101.51

Other PO# _____ =\$ - 0.00 -

Other PO# _____ Luggage =\$ - 0.00 -

Sub Total \$ 294.36

Budget 126.90.100.2216.582 (75 %) \$144.64
226.90.100.2216.582 (25 %) \$ 48.21

Check Total \$192.85

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____